

Miscellaneous Information

A \$100 Damage Deposit is required for all rentals

7% Tax is charged on all rentals

Maximum capacity is **25**

We have 5 foot round tables that seat 8 people, but you must practice social distancing, so only 4 allowed per table right now.

We have 4—6 foot rectangle tables available to use for food and gifts
Chairs are metal, some have padding
You can use the Gazebo in back for pictures, and children can use the public playground

No alcohol or smoking allowed

No glitter or silly string allowed

Nothing can be hung from ceiling

Only a signed and paid in full rental form secures your date & time. All rentals require 21 days notice, and you must make an appointment to schedule payments and viewings.

Damage Deposit

All rentals require a \$100 deposit towards any potential damages you might incur. This will be refunded if no damage approximately 45 days after your rental.

Tax

All rentals have a 7% tax on the room rental fee. (This does not apply to the Damage Deposit or Security Fee).

5750 Tyler Street

Merrillville, IN 46410

(219) 980-5911

Office Hours: M-F 10-2pm

Rentals allowed

Sa & Su 8am-10pm only

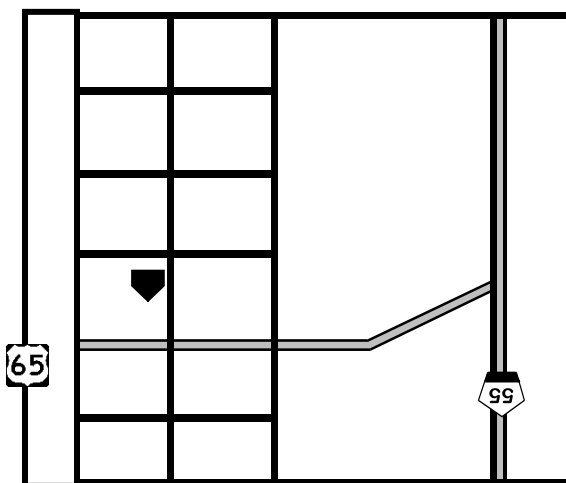
(Weekend Rentals Only, no Holidays)

You must make an appointment

lroberts@merrillville.in.gov

to come in and make your reservation & payment. Masks must be worn, and credit or debit card only right now. No cash or checks.

| Merrillville Resident Rate /Non-Resident Rate | 2 hour Minimum | 3 hours | 4 hours | 5 hours | 6 hours |
|---|--------------------|--------------------|-----------------|--------------------|--------------------|
| \$25 hour /\$45 hour | \$50 /\$90 | \$75 /\$135 | \$100 /\$180 | \$125/ \$225 | \$150/ \$270 |
| 7% Tax | \$3.50 /\$6.30 | \$5.25 /\$9.45 | \$7 /\$12.60 | \$8.75/ \$15.75 | \$10.50/ \$18.90 |
| Required Damage Deposit | \$100 | \$100 | \$100 | \$100 | \$100 |
| Total Due to Hold Room | \$153.50 /\$196.30 | \$180.25 /\$244.45 | \$207 /\$292.60 | \$233.75/ \$340.75 | \$260.50/ \$388.90 |



Hall Rentals 2020



Pruzin Center Rules & Regulations

In consideration of the permission from the Merrillville Parks & Recreation Department for the use of the Pruzin Center located at Pruzin Park, the undersigned hereinafter referred to as User and the Merrillville Parks & Recreation department agree as follows:

THE UNDERSIGNED USER agrees that all rules and regulations will be strictly complied with and specifically agrees that all person's present or using said facility by virtue of this agreement will comply with said rules. Including the use of a Bounce House. **THE UNDERSIGNED USER** agrees that no damage of any kind will be done to the facility by **THE UNDERSIGNED USER** or by any other persons at said facility of virtue of this agreement. **THE UNDERSIGNED USER** agrees not to put decorations of any kind on the walls, doors, mirrors or any other surfaces in the building. The use of glitter and/or confetti is strictly prohibited. A damage deposit of \$100 and appropriate rental fee are required to be paid in full at the time of making the reservation and shall be paid at least 21 days prior to the scheduled event (21 days for Security Rentals). **THE UNDERSIGNED USER** hereby agrees to indemnify the Town of Merrillville, it's agents and employees for any damage sustained during the term of this agreement and incidental thereto and agrees to be responsible for any reasonable attorney's fees Incurred by the Town of Merrillville to enforce this agreement or to recover any damages done to the facility by **THE UNDERSIGNED USER** or by any persons present by virtue of the undersigned using said facility. **THE UNDERSIGNED USER** agrees to assume all risks of loss, damage, or injury to persons or property by reason of the condition of the facility and hereby releases and holds harmless the Town of Merrillville from all claim for losses to property, for personal injury or for any other damage that may be sustained by the undersigned organization or individual or by any other person using said facility to the extend legally permissible whether the damage is caused by the negligence of the Town of Merrillville, it's employees, agents or by third person. **THE UNDERSIGNED USER** agrees to be responsible for the conduct of all persons in attendance while using the facility. Persons for whom **THE UNDERSIGNED USER** will not accept responsibility will be denied admission or removed by the staff on duty or call the police if necessary. **THE UNDERSIGNED USER** hereby authorizes the Town of Merrillville and/or any of its employee's or agents to contact an authorized police officer to make arrangements for their presence at the facility, and **THE UNDERSIGNED USER** agrees to pay the authorized police officer or security organization for any expenses incurred for security pursuant to this Agreement. **THE UNDERSIGNED USER** agrees that in order to cancel a reservation and receive a refund, a **written** notice must be received, at least 45 days prior to the date of the scheduled event. The parties agree if the user fails to notify Merrillville Parks & Recreation within the time specified herein, such failure shall result in forfeiture of all rental fees. **THE UNDERSIGNED USER** acknowledges said requirement and agrees to comply with said provision. The parties agree that the damage deposit will be returned within 45 days after the event assuming there are no damages to the property. **If you move you are responsible for notifying us with a State Issued Photo ID or forfeit your Damage Deposit. Due to the pandemic, you are only allowed 25 people in the building at any one time and they must enter wearing a mask. Failure to do so will cancel your event with NO REFUND!**

2020 Pruzin Center Rental Fees Please note all changes due to Pandemic

Rentals can only be done in the current year, no holding dates. We will begin rentals for the next year on January 2, starting at 8am. The first rental date allowed will be January 16 provided you book on January 2, and it is not a Security Required Event. The last date available will be December 20, provided you book by December 1. You must e-mail Lisa Roberts to set up an appointment to come in and view the room and make your FULL payment with Credit or Debit Card!
lroberts@merrillville.in.gov

Available to Rent – Maximum 25 Guests:

Saturdays & Sundays 8 am-10 pm,

(Minimum 2 hour rental, maximum 12 hour rental, **with Decorating and Clean-up as part of your rental time, NOT in addition.** No in and out).

Resident Fees to Rent:

Saturday or Sunday.....\$25/hr. (\$50 minimum 2 hour rental) + 7% State Sales Tax + \$100 Damage Deposit will be added to Rental Fee.

Non-Resident Fees to Rent:

Saturday or Sunday.....\$45/hr. (\$90 minimum 2 hour rental) + 7% State Sales Tax + \$100 Damage Deposit will be added to Rental Fee.

Bounce House/Pony Rides Use:

All rentals that have rented or hired the use of a bounce house or pony rides must provide proof of Liability Insurance naming Merrillville Parks & Recreation, the Town of Merrillville, it's agents and employees as additionally insured for a minimum of 1 million dollars, before a permit for the rental can be issued. If a bounce house is used without this prior proof, your party will have to be closed with **NO** refund of rental and taxes and **NO** refund from the Damage Deposit! You are responsible for any damage to the grounds and must clean up after any animals! The certificate from the rental company is only for THEIR protection, it does not protect you or us in the event of an accident or injury. **Set-up & take down must be done during your rental time!**

Cancellations:

All cancellations must be requested in writing
Within 45 days of your event to receive an 80% refund,
Within 30-44 days you will receive a 50% refund,
Within 15-29 days you will receive a 20% refund,
No refund if cancelled within 7-14 days or less!
All refunds will be subject to a \$5 processing fee.





Merrillville Parks & Recreation Department
2020 Facility Permit
Pruzin Community Center
Sample Application

| | |
|----------------------|-------|
| Date of Application: | _____ |
| Staff Initials: | _____ |
| DL or State ID#: | _____ |
| Receipt Number: | _____ |

Permit Holder: _____ Address: _____
(Permit holder **MUST** be present during the entire rental time)
City: _____ Phone: _____
Zip: _____
E-Mail Address: _____
Event Date: _____ Event Type: _____
Time Start: _____ Time End: _____
(Must include your decorating and clean-up time)
No. of People: _____ (max 25) No. Tables: _____ (Max 7)
\$ _____ Base Rate (Minimum 2 hours, your time slot must include your decorating & clean-up)
\$ _____ Tax (7%)
\$ 100.00 Damage Deposit
\$ _____ Total Due

FULL PAYMENT, INCLUDING DAMAGE DEPOSIT AND TAXES ARE DUE AT THE TIME OF BOOKING TO HOLD RESERVATION

The permit holder (Individual or organization representative) must be present during the entire activity for which the permit was issued. The permit holder must be in physical possession of the signed permit/contract at all times during the activity for which the permit was issued.

The permit holder shall, upon request of any authorized department official, present proof of valid park permit, with photo ID.

The Park Department reserves the right to limit the number of participants in order to properly maintain and control all Recreation Events at our Park.

The Park Department shall, in its sole discretion, designate Pruzin Park to be issued pursuant to permits issued. The Park Department will attempt to honor specific park requests, when possible. Rentals are on a first come first served basis. Partial payments are not accepted. All functions conducted at Pruzin Park or any future facility must be in accordance with the Merrillville Parks and Recreation Department rules, regulations, and ordinances, and therefore, any violation of the aforementioned may result in revocation of the permit.

Rules and regulations are subject to change without notice.

AGREEMENT:

By submitting this form with my signature, I certify that I agree to follow the guidelines and policies set forth in this park permit. I understand permission to use the park may be revoked if there is a violation by myself or any member of my party to these rules and policies. It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless The Town of Merrillville, Merrillville Parks and Recreation Department, its employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including attorney's fees) arising indirectly or directly in connection with or under, or as a result of this agreement.